

Colorado Department of Revenue

Tax InfoEmail

Filing Year-End Withholding Statements

February 15, 2012

The Colorado Department of Revenue has a new, convenient and secure method of submitting withholding (1099/W-2G, W-2) annual reconciliation files online.

Revenue Online replaces the Withholding On-line (WHO) system.

Starting this year, all 1099/W-2G (with Colorado withholding) and W-2 payers with more than 250 payees are required to file electronically. We accept the IRS Pub 1220 format for 1099/W-2Gs and the SSA EFW2 format for W-2s.

Before you start using Revenue Online for annual reconciliations, you must register to be a **Withholding Submitter**.

Revenue Online: www.Colorado.gov/RevenueOnline

- Select **Business**. DO NOT try to Login. You do not need to Login to register.
- Look for **Business Services**.
Under Withholding
select **Request Withholding Submitter Access**

You register only once. There are no passwords for withholding submitters. You will input your own **Submitter Information** that you will use whether you are submitting withholding files for your own business or as a third party for tax clients. This is a new system and all submitters are required to register at least five days prior to uploading files. The registration process is completed overnight in most cases. However, it may take up to five business days to complete.

Third party submitters may register as the submitter and submit as many files as needed using the same **Submitter Name**. Files with multiple businesses contained in them are also accepted.

After your Submitter Name and information are approved, you can use either of these links on the Revenue Online Business page:

- Submit a Manual Withholding File (you type in the information)
- Submit a Withholding File Attachment (submit electronic files)

For W-2s, the electronic file that you submit to Colorado is the same file you give to the IRS. The RA record on the file **MUST** match what you enter as the Submitter Information in Revenue Online.

With manual entries (you type them in), you may save your work in Revenue Online and go back later if you are interrupted. When you save, be sure to write down the 6-digit confirmation code so you can go back later in

- Retrieve a Saved Request

Again, payers with more than 250 payees must file electronically. Those with fewer than 250 payees may Submit a Manual Withholding File through Revenue Online. If you are unable to submit documents online, CDs are no longer accepted. Please send paper W-2s/1099s/W-2Gs by traceable mail.

Paper documents are due Feb. 28.

Extend your deadline to March 31 by filing electronically.

If you have any additional questions, see the [Annual Withholding Reconciliation](#) information. If you need further assistance, please contact the Department of Revenue Discovery Section at 303-205-8292, option 7.